




Community Learning MK – Fee Policy 2025/26.



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**Version 3 – updated by Jane Sharp and Gayle
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Introduction

This summary paper outlines the fee policy for CLMK Adult Education for the 2025-26 academic year. Annex A provides an explanation of the terms and acronyms used in this document.

1. Courses which lead to a qualification (Adult Skills Fund - Accredited Learning)

- a. Learners who are eligible for **full funding** from the DfE will not be charged a fee for any aspect of the course, including exams, resources or awarding organisation registration fees. In this scenario CLMK will draw down 100% of the funding allocation as set by the DfE. Full eligibility criteria are available on request.
- b. Learners who are eligible for **co-funding** as specified by the DfE will be funded at a rate of 50% with a maximum of the other 50% being paid by the learner or employer. At the discretion of CLMK management, some courses may be charged at less than 50% for the learner.
- c. Learners who are employed or self-employed and would normally be co-funded studying a qualification up to and including level 2 may be eligible for full funding providing they earn less than £25,750 annual gross salary.
- d. Learners who are not eligible for funding will pay the full course fee. In this instance CLMK draws down no funding from the DfE.
- e. Accredited courses for learners that are not eligible for any public funding will be charged a course fee of up to £10.00 per hour. We reserve the right to amend fees to reflect market rates on courses for learners that are not eligible for funding.
- f. The service will provide financial assistance from a Discretionary Learning Support Fund (for those aged 19+) to assist with cases of hardship related to, for example, childcare (for those aged 20+) and transport, according to DfE regulations.

2. SEND Programmes

- a) Made up of small discrete classes for adults with learning disabilities which lead to the achievement of employability and personal goals.
- b) Provision is delivered in main centres and within the community.
- c) These courses are fully funded by the DfE with no chargeable fee to the learner.

3.Courses which do not lead to a qualification (Non-accredited Learning – Tailored Learning Funding)

- a. Prioritised and targeted tailored learning provision is fully funded however where a learner is earning over £25,750 per annum a charge to be applied at the full-cost rate of £15 per hour (see point 5a).
- b. Tailored Learning incorporates non-accredited Employability, Health and Wellbeing (see point d), Family Learning, Digital Skills, and courses for learners with Additional Support Needs.
- c. Learner Support Funding is also available and may be used to assist with learning resources, childcare and travel in cases of exceptional financial hardship.
- d. CLMK recognises the rising need for access to wellbeing support within our student population and across the city. As such many of CLMK's Health and Wellbeing courses are free of charge to anyone aged 19+ regardless of income. However, to ensure fairness if a learner wishes to repeat the same course twice within an academic year, we charge a fee of £50.
- e. Creches may be provided for parents/carers of infants under 5 years old to enable them to attend courses, with no additional fee.

5.Full-cost courses

- a. Full-cost programmes are not government funded and will be charged at the following hourly rates:

Hourly course rate for an individual enrolling on a fee based or Tailored Learning course (depending on income)*	£15 per hour
Courses planned and delivered specifically for internal services based on a minimum of 6 learners	£90 per hour
Courses planned and delivered specifically for external customers based on a minimum of 6 learners + a 25% admin fee	£115 per hour

*This fee includes resources in most cases. In exceptional circumstances, where a course will require specialist resources, there may be an extra charge for this or learners may be expected to purchase themselves.

- b. CLMK reserves the right to amend fees to reflect market rates. There is no concessionary fee available for full-cost courses.
- c. Minimum numbers of learners on courses will apply to ensure these courses remain financially viable.

7.Courses for employers and businesses

- a. Tailored courses for employers, businesses and charities offered by the service will be costed and charged as above.

11.Instalment plans

Instalment plans are available at the discretion of CLMK management for courses costing £500 or more. The maximum number of instalments a learner can make is two.

Instalments are not automatically given and must be agreed by the curriculum manager and/or adult learning manager. See the Instalment Plan Process set out in Appendix 2.

12.Refunds

Cancellation and refunds

a. CLMK may have to cancel courses if the number of enrolments does not reach the minimum required to make the course viable, or close them if there is a high level of non-attendance or withdrawal. In these circumstances learners will be informed as soon as possible by telephone, email or text and a refund will be made by crediting credit/debit cards or a note will put on their record to show a credit against a future course. It is not possible for CLMK to make refunds in cash.

b. Where a course is cancelled, learners who enrolled online should normally be refunded within 7 to 10 days of cancellation. If a learner has not received a refund once 10 days have passed or they paid over the phone or in person, they are asked to contact CLMK.

Cancellation or transfer by the learner:

c. If a learner needs to withdraw from a course and informs CLMK in writing at least 10 working days before the course is due to start, they will be eligible for a refund of all fees minus a £30 administration charge. If a learner withdraws from a course at any other time, they will not be eligible for a refund. However, in exceptional circumstances and at the management's discretion, it may be possible to offer some credit against a future course. If a course is cancelled, a full refund will be issued, or the learner will be given the opportunity to transfer to an alternative course.

d. Requests by the learner to transfer courses may also incur a £30 administration charge unless recommended by the tutor or a member of Community Learning MK staff because a course at a different level will better meet their learning needs.

Appendix 1 – Explanation of terms and acronyms

Fully Funded Fees

Where a learner meets the criteria to have their course fully funded by the Government no fee will be charged for tuition, examinations, registration or anything else that is necessary for the learner to achieve their course. The service reserves the right to charge a learner for any extracurricular activities or for materials and services that are not specifically required in order for them to achieve this. Full eligibility criteria is available on request.

Co-Funded Fees

Where a learner meets the criteria to have their course co-funded by the Government a co-funded fee will be charged at the beginning of their course. This fee will include:

- Tuition Fees for all programme elements
- Registration, Examination and Assessment Fees where applicable
- Additional consumables and protective clothing fees may be payable as a requirement of the course (Ancillary fees)

Full-cost

Where either a learner does not meet the criteria to have their course funded by the Government or the course is being run on a purely commercial basis a full-cost fee will be charged at the beginning of the course. This fee will include:

- Tuition Fees for all programme elements
- Registration, Examination and Assessment Fees where applicable
- Additional consumables and protective clothing fees may be payable as a requirement of the course.

DfE

The DfE – Department of Education is responsible for administering the distribution of Government funding of Further Education.

Adult Skills Fund (ASF)

The generic name given to the funding grants distributed by the DfE to further education institutions such as CLMK Adult Education.

Tailored Learning

The generic name given to the funding grant distributed by the DfE to further education institutions such as CLMK Adult Education. Tailored Learning is used to support learners

into employment and to progress to further learning, in line with the overall purpose of the Adult Skills Fund. It also supports wider outcomes including using it to improve health and wellbeing, equip parents/carers to support their child's learning and develop stronger and more integrated communities.

Appendix 2 – Instalment plan process

Instalment plans may be granted where course fees exceed £500. The following process must be followed when a learner requests to pay in instalments:

- 1) Learner communicates in writing that they wish to pay in instalments at least 10 days before the start of the course.
- 2) Once it has been agreed that the learner may pay in instalments, the Curriculum Manager and/or Adult Learning Manager sends an instalment agreement letter to the learner, which sets out the payment plan.
- 3) The learner must send a letter or email agreeing in writing to abide by the terms of the plan, which should be saved along with a copy of the original instalment agreement letter here: [Community Learning - Adult Learning - All Documents](#)
- 4) Business Support staff should take note of the deadline for payments to be made and should log them on the 'Instalment Tracker' in the same folder.
- 5) Each learner will be given their own folder where all relevant documents will be saved.
- 6) If a learner fails to pay an instalment by the deadline, then the Curriculum Manager should be notified, and steps taken to remove the learner from the course.
- 7) The learner is liable for the full fee even if they withdraw from the course. If the learner withdraws from the course before completing the instalment payments the council will attempt to recover any outstanding money as per the instalment agreement T&Cs.

